

FOIAb3b1

2430 E Street, N.W.
Washington 25, D.C.

December 19, 1947

VIA AIRMAIL

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Dear [REDACTED]

I was glad to get [REDACTED] letter of November 7, 1947 with enclosed payroll analysis by section. My delay in replying has been due not to lack of interest but to absence on a field trip.

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To answer [REDACTED] questions, I believe that the most useful procedure from the point of view of this office would be the following:

1. Include in your monthly progress report to this office (a) a statement of the number of Civil Service and of local appointees on your payroll as of reporting date and (b) lists of new appointees and employees separated during the past month, with title, grade, salary, and section to which assigned.

2. Submit a quarterly payroll analysis with sectional breakdown, converting salaries to dollars per quarter. Supplement this payroll analysis with itemized list of other operating expenses, detailing costs per item insofar as possible.

These reports will permit this office to form a clearer picture of your operation as regards personnel and other obligations and will enable it to support better the authorization of increases in allotment when required.

Very truly yours,

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Chief, [REDACTED]

PKZ:bhr

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